



## Job Opportunity Bulletin

### Office Assistant (General)

<b>Tenure/Timebase:</b>	Permanent/Full Time
<b>Work Hours:</b>	8:00 am – 5:00 pm
<b>Office/Location:</b>	California Commission on Teacher Credentialing Certification, Assignments & Waivers Division 1900 Capitol Avenue Sacramento, CA 95814-4213
<b>Salary:</b>	Range: A \$1938 - \$2354/month Range : B \$2130 - \$2588/month
<b>Final Filing Date:</b>	December 27, 2004 Until filled
<b>Contact:</b>	Gary Chapman (916) 445-2516

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#### DUTIES:

Under the supervision of an Office Services Supervisor II, in the Certification Support Section, the incumbent is responsible for the following:

- Proofread completed credential application request packages and mail out computer generated credentials.
- Stuff envelopes and mail out individual credentials to each applicant. In addition, bulk mail documents to counties and the appropriate institutions.
- Flip through each page of the application package to ensure credential copies are filed in numerical order.
- Batch in bundles and place in a box.
- Sort and assemble daily batches of applications and documents.
- Perform other related duties as assigned.

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**CONDITIONS OF EMPLOYMENT:** Fingerprint Clearance is required.

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#### DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Ability to work independently with minimal supervision
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Excellent interpersonal skills

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#### WHO MAY APPLY:

Applications will be accepted from individuals at the Office Assistant level, those within transfer range, or individuals with list eligibility. The appointment is subject to the State Restriction of Appointment (SROA) and State Hiring Freeze procedures.

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#### IMPORTANT NOTE:

Interested applicants must submit a State Application (STD 678), to the above address, Attn: Gary Chapman. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and include RPA No. 05-041 on the application. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.